



17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

**LIBRARY COMMISSION**

After Action  
REGULAR MEETING

**JULY 14, 2003**

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**Morgan Hill Civic Center**

Council Chambers  
17555 Peak Avenue

**LIBRARY COMMISSION**

Chair	Jeanne Gregg
Vice-Chair	Charles Dillmann
Commissioner	Kathleen Stanaway
Commissioner	Charles Cameron
Commissioner	George Nale
Commissioner	Mary Ellen Salzano
Commissioner	Einar Anderson
Commissioner	John Boyne
Commissioner	Ruth Phebus

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**7:00 P.M.**

**CALL TO ORDER**

Chair Gregg called the meeting to order at 7:00 p.m.

**ROLL CALL ATTENDANCE**

Absent: Commissioner Boyne

**DECLARATION OF POSTING THE AGENDA**

Per Government Code 54954.2

**PLEDGE**

Pledge was led by Chair Gregg

**OPPORTUNITY FOR PUBLIC COMMENT**

None



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## **REPORTS**

### **1. COUNTY LIBRARY REPORT**

County Librarian Melinda Cervantes  
Deputy County  
Librarian Sarah Flowers

#### Legislation-Funding & Budgeting

County Librarian Melinda Cervantes reported the Saratoga Library opened on June 21<sup>st</sup>. She invited all the Commissioners to visit the Library. Ms. Cervantes also reported that on June 26<sup>th</sup>, the JPA accepted a favorable report from the polling consultant on the extension of the special tax for library services. Measure A will sunset in June 2005. The extension will be on the March 2004 ballot. She invited the members of the Commission to a meeting of the election sub-committee to be held on July 17<sup>th</sup> at 4:00 p.m. at the Saratoga Library. The Commissioners received an invitation prior to the meeting. The purpose of the meeting is to meet with the campaign coordinators at the local level. The election sub-committee is trying to identify a campaign coordinator in each city. Deputy County Librarian Sarah Flowers stated she spoke to Brad Jones about potentially taking this role and Council Member Steve Tate stated he invited Roger Knopf to the meeting.

Ms. Cervantes announced the entire library system will be migrating to new software by the Horizon Network for an online catalogue. The implementation will begin on Monday July 28<sup>th</sup>. On August 6<sup>th</sup> all libraries will close at 5:00 p.m. and will open at 12:00 p.m. on August 8<sup>th</sup>. The closure will provide library staff with an opportunity to enter data into the online catalogue. Commissioner Salzano asked if the new software will be different from the current software. Ms. Cervantes responded the software is by the same vendor as the current software. The vendor will no longer support the existing software therefore the library had to move to the new software. It will be faster and will be available online 24 hours a day. Currently, the online catalogue is not available for two hours in the early morning hours. Ms. Cervantes added the new software will retain search histories as well.

Joint Powers Authority

Council Member Steve Tate

Council Member Tate reported the JPA meeting centered on the extension of the special tax. He stated the polling firm reported that two-thirds of those polled, support extending the current tax. He also stated that 87% of those polled favored maintaining the tax at \$33 and 72% indicated they would support a raise in the current tax to as high as \$50 to \$60 per household. Mr. Tate reported the honorary election committee is comprised of a strong group of Silicon Valley leaders, which represent the entire service area. Members of the honorary committee include Becky Morgan, Dianne McKenna, Don Gage, Paul Fong, and Martha Cantor.

Mr. Tate stated the favorable polling results will be helpful in framing the message of the campaign-that library services are essential in Santa Clara County. Mr. Tate added the next step for the election committee will be to select a political consultant to work with the polling consultant. The election committee is organizing a letter writing campaign and is exploring the possibility of hiring a lobbyist.



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Ms. Cervantes stated she felt it is important to clarify that the tax is not a benefit assessment, but rather a special tax. It should be referred to as a special tax rather than benefit assessment. Chair Gregg asked if the potential recall of Governor Davis would effect the election if the recall was held in March 2004. Ms. Cervantes stated the election committee is hopeful that a recall election would not affect the outcome of the vote for an extension of the special tax.

Council Member Tate stated the polling consultant prepared a report on the demographics of the electorate expected to vote in March 2004. Mr. Tate stated he would like to make the report available to the Library Commission and ask for feed back from the Commission on the type of message that should be sent to the public in regard to the election. Ms. Cervantes stated the input of the Library Commission would be appreciated. She added the JPA will determine the final message to be disseminated to the public. Commissioner Phebus stated the information on demographics would be helpful to educate the public on the continued need for the special tax. She added it would be helpful in educating non-library users as well.

Mr. Tate announced the City will launch another community letter writing campaign in support of the Library Bond Act grant application. The letter writing campaign will begin in August.

## **2. MORGAN HILL LIBRARY REPORT**

Acting Community Librarian  
Nancy Howe

Deputy County Librarian Sarah Flowers announced the County Library is in the process of hiring a new Community Librarian for Morgan Hill.

Acting Community Librarian Nancy Howe reported Morgan Hill's circulation was up 10% in June. She added that all libraries experienced an increase in circulation from 9% to 13%. Ms. Howe announced that the Summer Reading Program is a success. Over 200 teenagers have signed-up for the Teen Summer Reading Program. She also reported there were over 258 people in attendance at the last children's program. The program was entitled "Creepy Critters" and the event was held on the lawn outside the library to accommodate the animals.

Ms. Howe reported the library experienced a break-in on June 27<sup>th</sup>. The book drop was damaged and needs to be replaced. Nothing of value was taken from the library. Ms. Howe commended the Morgan Hill police on their response to this incident.

The County Recorder's Office left the library due to cuts in the County's budget. The library intends to use the free space for new materials and customer holds.

Ms. Howe and Teen Services Librarian, Jody Wilson, will attend the August Youth Advisory Committee meeting to present library services for teens and youth to the Committee.

Commissioner Salzano asked if the library would need any volunteers during or after the closure for the installation of new software. Ms. Howe responded the library could probably use help after the closure to re-shelve books etc. Commissioner Salzano asked Ms. Howe to email the Commission when and if she needs additional help.



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Chair Gregg asked the Commission to provide their home addresses to the County Library so that correspondence could be mailed directly to the Commissioners rather than City Hall.

### **3. LEGISLATIVE COMMITTEE**

Member Dillmann

Vice-Chair Dillmann stated he did not have much to report. The legislature has been quiet. He did state the Patriot Act is one the few pieces of legislation with any activity at this time.

### **CONSENT CALENDAR**

#### **4. APPROVAL OF MEETING MINTUES OF JUNE 9, 2003**

Commissioner Nale indicated he had two corrections to the minutes.

Vice-Chair Dillmann motioned to approve the minutes as amended. Commissioner Anderson seconded the motion. Amended minutes approved (8:0).

### **BUSINESS**

#### **5. YOUTH ADVISORY COMMITTEE DECISION ON YOUTH INVOLVEMENT ON LIBRARY COMMISSION**

**Recommended Action: Information Item.** City staff will provide an update on the decision of the Youth Advisory Committee to defer youth involvement on Library Commission to complete transition of new members onto the Committee.

Jonathan O'Mahan, Vice-Chair of the Youth Advisory Committee, attended the meeting. He asked if any member of the YAC had attended the Library Commission to discuss the prospective Tutor Program at the Library. Commissioner Stanaway stated Christopher Englund, YAC Chair, attended a meeting two to three months ago and introduced the idea of the Tutor Program to the Commission. She recalled the Commission asked Christopher to contact library staff to discuss the program and determine if it would be feasible. Chair Gregg asked Ms. Howe if she or her staff had been contacted by a member of the YAC. Ms. Howe responded that neither she nor her staff had been contacted. Ms. Howe added she was scheduled to attend the August 4<sup>th</sup> YAC meeting and could discuss the program at that time. Chair Gregg asked Jonathan if the YAC had an idea of who would serve as tutors for the project. Jonathan responded he thought the tutors would be volunteers. Then Chair Gregg asked if the YAC had determined if the program would be offered only during the school year, or if it would be offered during the summer too. Jonathan responded he believed the program would only be offered during the school year. Commissioner Stanaway asked if the YAC would oversee the program or if they believed the Library Commission or the City would oversee the program. Jonathan explained YAC members do not have the time to oversee the project and hoped the Library Commission would take that role. Ms. Howe added that her attendance at the YAC meeting in August would provide a good opportunity to discuss the feasibility of the project as well as get input from the YAC. Commissioner Phebus asked if she could attend the meeting because she has ideas she wants to share with the YAC. Chair Gregg asked Jonathan if the YAC could provide a report at the next Library Commission meeting. Commissioner Salzano asked if the YAC had a defined vision of the program and added that she feels teens themselves should have the opportunity to develop the program according to the needs of the youth. She stated she felt youth should define the number of hours per week the program



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should be offered, the number of tutors etc., rather than have a group of adults dictate what the program will be. Jonathan added he feels the YAC can provide the structure of the program, but will look to the Commission to help implement it.

Jonathan then asked if the Library Commission was still interested in having a youth serve as a member of the Commission. He stated the members of the YAC weren't sure what the exact role of a youth representative on the Commission would be. Commissioner Phebus asked if perhaps the youth could serve in an advisory role. Jonathan stated the YAC voted that the Chair and Vice-Chair would alternate attending the Commission meetings. Chair Gregg stated the original idea grew out of a desire to get youth more involved in the City. She stated she realizes it's difficult for youth to attend evening meetings on a regular basis. She suggested that perhaps a YAC representative attend the Library Commission meetings and give a report as needed. She stated if there were no pending issues, the YAC representative would not have to attend. She requested a YAC report be added to the agenda. Jonathan responded he believed that was a good idea.

#### 6. **FORMATION OF LIBRARY FUNDRAISING ORGANIZATION**

**Recommended Action: Information Item.** Status of formation of fundraising organization, selection of members of sub-committee and prospective date(s) for Council approval of organization.

Chair Gregg stated she wanted to address the email Commissioner Cameron sent to the members of the Commission. In his email, Commissioner Cameron indicated he did not feel comfortable taking on the role of Chair of the Fund Raising committee. Commissioner Anderson stated Commissioner Cameron's concern was due to the results of a meeting of the Fundraising Sub-Committee. In Commissioner Cameron's absence, the Subcommittee appointed him as Chair of the Fundraising Committee. Chair Gregg stated there were still four tasks that need to be completed in the formation of the organization:

- 1) Identify a Fundraising Chair for the organization
- 2) Develop a working relationship with the Friends of the Library. She noted their next meeting is scheduled for 7/16.
- 3) Identify members of the organization
- 4) Identify the Chair of the organization

Commissioner Nale stated there could be two members from the Library Commission who could serve at-large. Commissioner Cameron stated the Chair of the organization doesn't necessarily need to be a Commission member. Chair Gregg stated she is working on several community projects and would not be able to dedicate the time necessary to serve as Fundraising Chair. She asked if Commissioners Anderson and Boyne were willing to identify a Chair. She asked if the Sub-Committee could provide a report on the status of the organization at the next meeting. Vice-Chair Dillmann stated it is important to work on getting the identified tasks completed and get organized. He added the Friends of the Library will meet on July 16 at 7:00 p.m. and a representative from the Fundraising Sub-Committee should attend. Commissioner Cameron volunteered to attend along with Vice-Chair Dillmann. Commissioner Nale will also attend the meeting to discuss the prospective partnership with the Friends of the Library.



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7. **SUNDAY HOURS LETTER TO CITY COUNCIL**

**Recommended Action: Information Item.** Commissioner Nale will provide Commission with a draft of the letter he has prepared in response to City Council's questions and concerns regarding the funding options as well as need for Library Sunday Hours.

Commissioner Nale presented the letter he prepared to the members of the Commission for their review. Commissioner Nale stated he provided information on the fundraising plan the Library Commission has developed and emphasized that raising the funds needed for Sunday Hours could take a few years. Commissioner Cameron suggested the last two sentences of the letter, which address the unavailability of City funds, be deleted. Vice-Chair Dillmann suggested the letter emphasize the identified needs for Sunday hours: 1) expanded access to computers and 2) access to the library by those who cannot visit during the week, especially those who will use the library's resources to advance themselves. Council Member Tate stated Ms. Cervantes provided statistics to the Commission which demonstrate that Sunday is the busiest day hour-for-hour, than any other day of the week. Deputy County Librarian Flowers stated the reference to "80 – 20% funding" is not correct for all libraries and should be revised to reflect that most, but not all County libraries are funded this way. Vice-Chair Dillmann stated the letter should address the question the Council Members asked as to why the Commission did not approach the County for additional funding. He stated the letter should emphasize the County already funds the library.

County Librarian Cervantes stated that if the campaign is successful, perhaps the extra funds received could be directed toward funding extra hours. Commissioner Phebus asked if the Commission had considered altering the library's hours to accommodate Sunday hours. Both Chair Gregg and County Librarian Cervantes stated the Library already researched alternative hours and determined it would not be successful due to popular existing programs which are offered during weekday mornings and afternoons are busy with students. Chair Gregg asked if the survey conducted by the library could be made available to Commissioner Phebus. Deputy County Librarian Flowers stated in that addition to the survey which demonstrates that the community did not favor closing during the week in order to be open on Sunday, there were also statistics which demonstrate that alternative hours would not be successful due to staffing issues.

Commissioner Nale stated he will make the suggested changes and send the revised letter to Staff Balagso. Staff Balagso will email the letter to the Commission for a final review and then prepare the letter on City letterhead and arrange to obtain Chair Gregg's signature.

8. **CITY POLICY ON APPOINTMENT OF COMMISSIONERS AND ADVISORY COMMITTEE MEMBERS**

**Recommended Action: Information Item.** City staff to share City policy on appointment to Commissions and Advisory Committees by City Council. City Council to discuss current policy July 16, 2003.

Chair Gregg provided Council Member Tate with background information on this agenda item. She explained members of the Commission were concerned over the method (or lack thereof) used to notify Commissioner Keeshen that the Council did not reappoint her to the Library Commission. Council Member Tate stated the Council was going to address this issue at the July 23<sup>rd</sup> Council meeting. Mr. Tate stated he felt it was important to review the appointment process and notification process. He added it is also important that the Council consider a sitting



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Commissioner's duties at a critical time, such as now, with the library grant. Chair Gregg stated the Commission's concern was the result of the Council's decision not to reappoint a dedicated and active member of the Commission. Mr. Tate stated the Council did reappoint sitting Commissioners on the Parks and Recreation Commission, the Youth Advisory Commission and the Planning Commission. He stated he felt the situation with the Library Commission was an aberration and not typical of the Council's actions in regard to the appointment of Commissioners. Vice-Chair Dillmann stated he has participated in and observed this process a few times and it appears there is no uniform method to select Commissioners. He noted that in the past, both a points system and sub-committee system have been used to appoint Commissioners. Chair Gregg stated the Commission wanted to note that the situation with Commissioner Keeshen could have been handled differently. Commissioner Nale stated that Commissioner Keeshen had to announce that the May meeting would be her last because she was not reappointed to the Commission.

Chair Gregg asked Commissioner Salzano if she wanted to add anything. Commissioner Salzano emphasized that she was extremely disappointed that Commissioner Keeshen was not reappointed. She stated that Commissioners who demonstrate the same dedication and passion as Commissioner Keeshen should be valued and recognized by the Council. She hopes the Council will consider reviewing and changing the appointment process so a situation such as this will be avoided in the future.

**9. LIBRARY BOND ACT OF 2000 CYCLE II GRANT APPLICATION COMMUNITY LETTER WRITING CAMPAIGN**

**Recommended Action: Information Item.** City staff to provide information on community letter writing campaign to begin in August in support of Morgan Hill's Cycle II grant application.

Staff Balagso repeated the information Council Member Tate provided in his report, that a community-wide letter writing campaign in support of the Library Bond Act Grant application will launched in August. Displays for the campaign will be located at City Hall, the Library, the Community & Cultural Center and BookSmart.

**ANNOUNCEMENTS**

Commissioner Salzano asked if the Commission will meet in August or skip August due to summer vacations etc. Chair Gregg asked for a show of hands of Commissioners who plan to attend the August meeting. A majority of Commissioners indicated they will be present at the next meeting. There was consensus among the Commissioners that the August meeting will take place.

Commissioner Salzano asked that the employee recognition event on September 15 be on the August agenda. Chair Gregg requested a report from the Fund Raising Sub-Committee be added to each future agenda.

Vice-Chair Dillmann moved to allow Commissioner Nale to prepare the letter in accordance with the comments made by Council in regard to Sunday Hours and that Chair Gregg sign the letter on behalf of the Commission. Commissioner Cameron seconded the motion. Motion approved (8:0).



### **REQUESTS FOR FUTURE ITEMS**

Commissioners have requested that the following agenda items be placed on the Library Commission agenda for the next meeting or on a future date:

1. Youth Advisory Committee report on the prospective tutor program
2. September 15 Library Staff Recognition Event
3. Library Fund Raising Sub-Committee Status Report
4. School/Library Cooperation
5. Vision for the Library of the Future

**ADJOURNMENT** to the next monthly meeting scheduled on **August 11, 2003** in City Council Chambers.

Vice-Chair Dillmann moved to adjourn the meeting. Commissioner Anderson seconded the motion. Motion approved (8:0)